

Cultural Workshops at School Component Project Submission Form

Name of school board or school service centre:	
Name of school:	School code:
School year:	

Respond to each of the following statements with a Yes or a No.

All the artists, writers and cultural organizations involved in the projects described in this form have already been contacted, are available on the dates indicated and are listed in the Répertoire culture-éducation .	<input type="checkbox"/> Yes <input type="checkbox"/> No
At least one teacher will be present throughout the workshops offered by the cultural resources.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The workshops will be given to a group of no more than 35 students.	<input type="checkbox"/> Yes <input type="checkbox"/> No

A – Description of the project

Title of the project:
Anticipated date(s) of project:

Person responsible for the project

Name:	Position:	
Email:	Telephone (office):	Extension:

Cultural resources

Name of the artist, writer or cultural organization	Position	Number of days present	Number of representatives delegated by the cultural organization

Cultural workshops

A cultural workshop is a meeting between a group of students and a cultural resource. Groups are limited to a maximum of 35 students.

Number of student groups:	Number of workshops per student group:
Total number of workshops carried out in class:	Total number of workshops held by videoconference:
Please explain why the workshop cannot take place in class.	

Number of students participating

Students who participate in more than one cultural workshop must be counted at each workshop. For example, if the same 35 students participate in two different cultural workshops as part of a project, the number of participants will be counted as 70.

Preschool and elementary education				Secondary education		Vocational training	Adult general education
Preschool	Cycle One	Cycle Two	Cycle Three	Cycle One	Cycle Two		

Brief description of steps to be taken with the students during each phase
Preparation phase
Implementation phase
Transfer-of-learning phase

B – Calculator

Totals are calculated automatically when amounts are entered electronically.

	Eligible expenses ¹	Ineligible expenses (if applicable)
A Professional fees for the cultural resource (\$515 per person per workday)		
B Taxes on the fees of the cultural resource, if applicable		
C Transportation for the cultural resource		
D Meals for the cultural resource		
E Lodging for the cultural resource		
F Costs related to the purchase of perishable or non-reusable materials and rental of equipment by the cultural resource (maximum of \$100 per day)		
G Payment to be made for the cultural resource at the end of the project (A+B+C+D+E+F)		
H Costs related to the purchase of perishable or non-reusable materials and rental of equipment by the school (maximum of \$500 per day) If applicable (specify):		
I Purchase of books for writers' workshops (maximum of \$420 per day)		
J Total eligible expenses (A+B+C+D+E+F+H+I)		
K Preparation and administration costs (maximum 15% of J)		
L Calculation of the maximum financial assistance (J + K)		
M Other expenses If applicable (specify):		
N Total cost of the project		

C – Signature

School principal	
Name:	
Signature:	Date (year-month-day):

¹ The amounts in the eligible expenses column must be in accordance with the administrative rules governing the *Cultural Workshops at School* component of the [Culture in the Schools program](#) and include any taxes. If the cultural resource is required to pay taxes, these must be entered in the column for eligible expenses on line B.